
**Central Region Council
EXECUTIVE COMMITTEE MEETING Minutes
Thursday, January 8, 2004
12:00 p.m.**

Presiding: Jane Reister Conard, Chair

Present: Charles Daud, Norm Fitzgerald, Paul Jackson, Karen Silver, Jon Pierpont and Commissioner Gene D. White.

Excused: Ed Armour, Greg Diven, Doug Johnston and Kerry Steadman.

Staff: Karla Aguirre, Kim Auberger, Leno Franco, Diane Lovell and Verene Froisland.

Welcome & Announcements

Jane Reister Conard called the meeting to order at 12:07 p.m. and welcomed all those in attendance.

Ms. Conard then introduced Jon Pierpont – the new Central Region Director. Ms. Conard stated that she was involved with the interviews and that she was very impressed with Mr. Pierpont's qualifications. Mr. Pierpont knows the Department well because he has worked with the Department for the past few years. Ms. Conard believes that the Department and the Council will have a great year because she has great confidence with Mr. Pierpont.

Announcements:

- The Legislative Report and Holiday Reception that was held on December 11th was well attended – there was over 60 people in attendance which included 6 Legislators and several Youth Council members. The event was very successful. It was the Council's second such event – Ms. Conard feels that the reception in 2003 was even better than the event in 2002. She recommends continuing the event in the years to come.
- Bob Gross, a past Director of the Department of Workforce Services, has received a federal appointment to head up workforce services in Iraq under the direction of Mr. Bremer.
- The Department of Workforce Services 2003 Annual Report will be mailed to members with the January 22nd meeting packets.
- The State Council meeting will be held on January 14th and is open to the public if members are interested in attending.

Committee Reports

Basic Needs – Karen Silver stated that she plans on giving a first quarter Help Desk Update. She will be comparing this year's information with last year's because of a request made by some of the Council members. Ms. Silver then stated that the Basic Needs Committee would be waiting a month or two to discuss looking into extensions and/or exemptions for people who have multiple barriers for employment. It will be put on hold because her advocacy group will be meeting soon with Raylene Ireland, Sarah Brenna and John Nixon to get further clarification. Ms. Silver will also be requesting the Council to endorse Ms. Ireland's request for interim study of TANF time limits.

Facilities – Norman Fitzgerald stated that there had not been any recent meetings to discuss the Tooele facility and deferred to Leno Franco.

Leno Franco stated that he met with the new Facilities Planner for Central Region to discuss the Council's top projects and priorities and went over some issues and past history. There will be another meeting held soon with the Facilities Planner, Mr. Pierpont, Rosemary Carter, Mr. Fitzgerald and himself to outline future plans and actions.

Training & Development – Mr. Fitzgerald stated that the Training & Development Committee held a special meeting on January 18 to discuss four vendor applications. The committee denied two applications (Breakthrough Management Group & Pioneer Health), and approved two applications (CAD Solutions & Nursing Svcs. Inc.). CAD Solutions' approval was conditioned upon its agreement to accommodate disabled customers. Mr. Fitzgerald then stated that there would be two applications presented for approval at January's meeting.

Ms. Conard asked Mr. Fitzgerald if he would consider allowing the Executive Committee to approve these applications now, for purposes of a more rapid response, with ratification by the Council on January 22nd. Mr. Fitzgerald agreed.

Mr. Fitzgerald moved that the Executive Committee confirm and approve the recommendations of the Training & Development Committee with regard to the denial and acceptance of the above mentioned vendor applications with further confirmation by the Council as a whole. Paul Jackson seconded the motion. All voted "Aye". The motion passed.

Youth Council – Mr. Jackson noted that February 2nd is the day that the YES Program will sponsor its first "Groundhog Job Shadow Day) wherein young people will be invited to shadow employees to help the youth gain some in-house experience. Mr. Jackson then stated that the YES Program has been closely monitored to ensure that State and Council requirements are being met. Reporting has been looking better. The next Youth Council meeting is scheduled for January 26th.

Marketing – Kim Auberger stated that the Department of Workforce Services has put together a 2004 Marketing Plan and Ed Armour will report on the Plan at the January meeting.

Annual Management Calendar Review

Ms. Conard reviewed the topics scheduled for the next few months as listed on the Annual Management Calendar.

Agenda Setting – January 22, 2004

Items scheduled for discussion at the January 22nd Central Region Council meeting include:

- Training & Development Report – Karla Aguirre, Regional Program Manager
- Legislative Issues – Sarah Brenna
- Annual Goals Update
- Annual Retreat Planning – April 22nd
- Regional Director's Report w/Eligibility Center Update – Jon Pierpont

Diane Lovell gave an overview of the Training & Development Report that will be given at the Council meeting by Karla Aguirre. It will be the first time a Training & Development Report will be presented to the Council and it is anticipated to become an annual report. Ms. Lovell stated

that Karla Aguirre met with the Training & Development Committee in December to go over a number of training issues and to outline ideas and information that would be useful to the Council and also to respond to various requests for information from Council and Committee members.

Ms. Aguirre stated that her report would include a slide presentation that will cover the basics of training program design, outcome measures and current challenges and year-to-date underexpenditures. Recommended strategies to address training issues and obligations/expenditures will also be shared.

Ms. Conard stated that the Council will be happy to do anything it can to help address the expenditure issue and to facilitate customer enrollment into training.

Ms. Auberger spoke concerning the appropriateness of some of the vendors. In looking at the Marketing Plan and strategies for the future the Workforce Development and Information Division (WDID) decided to target growth industries. She encouraged the Council to continue to approve training vendors that have growth potential and career paths.

Mr. Fitzgerald stated that it would be helpful if the Training & Development Committee knew what jobs are being requested so that we can attempt to recruit vendors that provide that type of training.

Ms. Auberger responded that she thinks it would be very helpful to have her staff attend some of the Training & Development committee meetings and provide job order information and employment need projections.

Mr. Fitzgerald agreed with Ms. Auberger and stated that having someone attend to give updates would be a very valuable resource.

Old Business

Ms. Auberger spoke concerning Greg Diven's proposal to have a Central Region Council Executive Roundtable. The objective of the roundtable would be to provide an opportunity for open communication between private industry executives and DWS in order to enhance and/or educate on programs or services available through the Department. There would be open discussions based on predetermined agenda items and/or presentations by DWS and/or other subject matter experts to explain services, programs, policies, law changes, etc. which affect the business community. The Roundtable members would consist of Council representatives, DWS staff and private sector employer representatives. A Council member would act as Chair. Ms. Auberger then proposed that the Executive Committee adopt the "Executive Roundtable" as an ad hoc committee, appoint a Council as its Chair, who will then request volunteers to assist with brainstorming ideas and formulate an initial meeting to be held no later than June 2004. The Chair would then evaluate the effectiveness and make appropriate recommendations to the Council following the initial "Executive Roundtable" meeting.

Commissioner Gene White moved to accept the proposal as outlined by Ms. Auberger. Ms. Silver seconded the motion.

Discussion followed with concerns about the roundtable being a duplicate service and would we be able to get the attendance that we want at the level of people we want. Ms. Conard commented that she likes the fact that the proposal is to have the committee be a trial and then evaluated.

Ms. Conard then called for the vote on the motion. All voted “Aye”. The motion passed.

Ms. Conard stated that since Mr. Diven made the proposal, it would make sense to appoint him to Chair of the ad hoc committee.

New Business

Ms. Silver spoke concerning the Workforce Investment Act's (WIA) State Plan and noted that the comment period for the proposed changes ended on December 2nd. As far as she can tell, neither members of the Central Region Council nor the members of the State Council knew about the public comment period. Ms. Silver then stated that it seems like the discussion that we had earlier about the Training & Development Report would have been great comments for the WIA State Plan. Perhaps these comments could be brought up during the State Council meeting on January 14th.

Ms. Lovell stated that she shared Ms. Silver's concerns with Helen Thatcher from the State DWS Office. Ms. Thatcher assured that State and Regional Council members will routinely receive copies of the WIA State Plan and modifications and be notified in advance of the public comment periods.

Ms. Conard stated that the State Council could discuss the Plan; however, with the public comment period closed they could not reopen that or take comment because that would violate the process. Ms. Conard then stated that when the public comment period comes around again next year she would make sure that it is discussed with the Council.

Ms. Aguirre noted that there really were not a lot of changes to the Plan this year but next year with WIA Reauthorization it would be timely for the Council to review the Plan.

Ms. Auberger stated that the Salt Lake and Tooele Employer Committee had a balance of just over \$4,000 from the seminars that they put on last year and has produced a promotional desktop calendar. The calendar includes dates of all of the seminars and workshops and describes the Committee and its goals. Ms. Auberger distributed calendars to those who were interested.

Mr. Fitzgerald stated that there are still some Supervising Today's Workforce Program funds available. He then suggested that some of the money be used to support the Central Region Council Executive Roundtable.

Ms. Conard stated that the Roundtable would definitely need some seed money. She then noted that Mr. Fitzgerald's suggestion would be put on the Council's next agenda as part of the report on the Roundtable proposal.

The meeting adjourned at 1:00 p.m.